



Australian Government

Department of Education, Employment and Workplace Relations

HLTPOP401C Maintain a population health database

Release: 1

HLTPOP401C Maintain a population health database

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit addresses the development of skills required to maintain a health database system

Application of the Unit

Application

Working in compliance with relevant legislation and regulations within which the worker's organisation operates is essential

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in *italics* are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

1. Prepare information that needs to be entered into the system

PERFORMANCE CRITERIA

- 1.1 Classify/sort out information received on the basis of a clear understanding of the purpose for maintaining the database
- 1.2 Take steps to maintain confidentiality according to prescribed procedures
- 1.3 Identify necessary dataset

ELEMENT**PERFORMANCE CRITERIA****2. Enter *data* and interrogate the *system***

- 2.1 Enter, check and amend data in accordance with prescribed procedures
- 2.2 Extract required information by querying the system
- 2.3 Import/export data between compatible databases and adjust host documents in accordance with software and system procedures
- 2.4 Use manuals, user documentation and on-line help to overcome problems
- 2.5 Name and store databases, in accordance with organisation requirements and exit the application without data loss/damage
- 2.6 Take steps to ensure that integrity and accuracy of data are maintained at all times, including contributing to the development of quality assurance procedures

3. Disseminate/transmit information

- 3.1 Preview, adjust and print database reports in accordance with organisational and task requirements
- 3.2 Transmit electronic updates according to prescribed procedures and guidelines

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Equity issues in population health
- Evidence-based practice
- National, State and local health policies, goals, targets and priorities
- Organisation policy and procedures
- Overview of the stages in population health project planning
- Quality assurance
- Relevant international charters/declarations and documents (e.g. Ottawa Charter, Alma Ata, The Solid Facts by WHO)
- Social change and advocacy processes
- Theory and practice of population health including health promotion, health protection and prevention of communicable and non communicable diseases

Essential skills:

It is critical that the candidate demonstrate the ability to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Apply numeracy skills in relating to creating simple queries and using simple formulae
- Demonstrate efficient input of data with minimal duplication of datasets
- Ensure databases are appropriate to task requirements
- Relate to people from a range of social, cultural, ethnic and professional backgrounds and physical and mental abilities

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this competency unit:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Integrated demonstration of all elements of this unit required
- Competency is demonstrated by performance of all stated criteria within the scope as defined by the Range Statement
- In order to achieve consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations

Access and equity considerations:

- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

EVIDENCE GUIDE

Context of and specific resources for assessment:

- Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment
- The learner and trainer should have access to appropriate documentation and resources normally used in the workplace, such as:
 - workplace reference materials such as style guides
 - computer equipment with database software
 - english dictionary

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Database systems may include:

- State disease surveillance system
- Health registries created for different health issues (cancer, pap smear, hepatitis, etc.)

Prescribed procedures and guidelines may be outlined in:

- Organisational procedures manual
- Procedures manual provided by relevant health authorities

RANGE STATEMENT

Prescribed policy and procedures may include:

- Log-on procedures
- Password protection
- Storage/location of data
- Standard formats
- Author's instructions
- Use of templates

Software functions may include:

- Field definitions/attributes
- Inserting/deleting blank lines and spaces
- Altering field widths
- Adding, deleting, moving, re-labelling fields
- Repeating (if available)
- Calculate/formula
- Formatting fields
- Formatting text
- Data protection
- Headers/footers
- Table, form and report wizards
- Exporting/merging data from different databases/software

Data may include:

- Numbers
- Text

Checking may include:

- Proofreading
- Accuracy of data
- Spelling, electronically and manually
- Accuracy of formulae with calculator
- Outcome of sorting/filtering
- Ensuring instructions with regard to content and format have been followed
- Timeliness of data entry

RANGE STATEMENT

Printing may include:

- Records
- Tables
- Forms
- Queries
- Reports
- Charts

Storage of data may include:

- Storage in electronic folders/sub-folders
- Storage on hard/floppy disk drives, CD ROM, tape backup
- Organisation policy for backing up files
- Organisation policy for filing hard copies of databases
- Filing locations
- Security
- Authorised access

Unit Sector(s)

Not Applicable